

CITY OF MENASHA
PLAN COMMISSION
MINUTES
Tuesday, February 21, 2006

The meeting was called to order at 3:30 PM by Comm. Dick Sturm.

Public Hearings

3:30 – TID #3, Amendment #3

No one spoke in favor of or against this item. Mayor Laux called the public hearing to a close.

3:40 – Proposed Application for Community Development Block Grant (CDBG) and HOME Special Project Funds

No one spoke in favor of or against this item. Mayor Laux called the public hearing to a close.

Regular Business

I. Roll Call

PLAN COMMISSION MEMBERS PRESENT: Mayor Joseph Laux, DPW Mark Radtke, Ald. Mary Ann Mulvey, and Commissioners Catherine Cruickshank, David Schmidt, and Dick Sturm

PLAN COMMISSION MEMBERS EXCUSED: Norm Sanders

ALSO PRESENT: CDD Greg Keil, AP Beckendorf, Clerk Galeazzi, Lonnie Pichler, Mary Bach, Warren Utecht, and Duane Fox

II. February 7, 2006 Plan Commission Meeting Minutes

Ald. Mulvey made and Comm. Cruickshank seconded a motion to approve the February 7, 2006 Plan Commission Minutes. The motion carried.

III. Plan Commission Resolution 2-2006 – Adoption of Project Plan Boundary Amendment – TID #3 Amendment #3

Warren Utecht, of Martenson & Eisele, explained that the purpose of this amendment is to advance the Alcan Packaging project. It will help pay for the relocation of River Street. Mr. Utecht distributed an amendment showing new estimated project costs. While some of the individual project cost amounts have changed, the total for all project costs remains the same. The amendment is anticipated to generate \$108,000 in increment each year which would pay off the \$850,000 project costs within 9 years.

Mr. Utecht described the location of the boundary amendment and explained the project plan. There was some discussion on TID base value. As a result of this amendment, the TID #3 base value is estimated to increase from \$1.6 million to \$2.7 million. There is no projected increase in value increment.

Discussion ensued regarding whether this amendment would cause any conflict with other TIF Districts. CDD Keil described the area of the proposed amendment that overlaps TIF #1 but stated that there was very little value involved. CDD Keil then described the area that overlaps TIF #2 and recommended a few changes to the boundary.

DPW Radtke made and Ald. Mulvey seconded a motion to approve Plan Commission Resolution 2-2006 recommending approval of the adoption of Amendment #3 to the Project Plan and Boundary of TID #3. The motion carried.

IV. Application for Community Development Grant Block Grant (CDBG) and HOME Special Project Funds

Mary Bach described the project and the CDBG and HOME Special Project Fund programs. It is proposed to be a 16-unit PUD located on Nature's Way and Oneida Street. Special Projects money can only be used for new units, rather than rehabilitation of existing housing stock. Some of the city's existing Revolving Loan Funds will also be used to supplement project costs. The CDBG money will be used for land acquisition. The city has also partnered with lenders and Menasha Utilities and is looking for private developer partners.

In the past, most of the city's CDBG money has been used for owner-occupied rehabilitation. Often, the money in CDBG is better used for new units rather than older homes because federal regulations make rehabilitation more expensive. The city is not discontinuing work on rehabilitation projects.

Mayor Laux asked about the timeline for final approval, money drawdown, and matching funds. Mary Bach explained that the city should know whether the application is approved by end of March, and fund drawdown could begin shortly after. The money has already been reserved, so as long as the city follows through with the application procedure, there should be no problem obtaining the money.

Mayor Laux inquired about the selection process for residents of the new project. Mary Bach explained that the applicants are all income-qualified and screened using an existing homebuyer program before they are deemed eligible for the project.

CDD Keil stated that Hoffman Corporation did the initial site design. The site is marginal because of issues related to installation of gravity sewer. While the existing zoning allows multi-family as a special use, this project will most likely come before the Plan Commission to be rezoned to PUD.

Comm. Schmidt shared his concerns that the existing land use plan be updated to reflect multi-family use on the property in question.

Ald. Mulvey made and Comm. Schmidt seconded a motion to recommend approval of the Application for Community Development Grant Block Grant and HOME Special Project Funds. The motion carried.

V. Comprehensive Plan Update – Housing Element

AP Beckendorf explained that Menasha's existing Housing Plan was adopted in 2000. As part of the Comprehensive Plan process, a housing focus group was formed charged with reviewing and updating the goals, objectives, and policies of the existing plan.

The Housing Element focus group met three times from November through January. Those serving on the group represented a range of housing interests and industries including banking, real estate, educational, regional, county, and local.

The three main changes that the focus group made to the existing housing plan are as follows:

- A new goal was added after Goal 3 - *Increase enforcement of housing and building code standards to ensure that every housing unit is decent, safe, sanitary, and secure.* This goal was previously an objective under Goal 3.
- Under goals 4, 5, and 6 the focus group added *Encourage development near existing public transportation opportunities and evaluate the need for expansion of these opportunities.*
- While reviewing the individual goals, objectives, and policies, the focus group found that many items had already been accomplished. Rather than deleting these items, words like "maintain" and "continue to" were added in place of words like "create" and "develop".

Comm. Cruickshank asked how many single family lots would be considered a three-year supply and why a three-year supply is needed. CDD Keil stated that a three-year supply can vary depending on the market and that the city should keep more than a one year supply to offer a range of choices.

Mayor Laux asked whether keeping a three-year supply of single family building sites would affect the city's boundary agreements. CDD Keil explained that the housing policy will need to change once the city has built out and efforts are turned toward redevelopment.

Comm. Cruickshank wondered whether sustainable development goals could be incorporated. CDD Keil asked Comm. Cruickshank to assist staff about specific goals pertaining to sustainable development.

There was some discussion regarding allowing alternative forms of landscaping such as prairie, no-mow, no grass ground cover.

Mayor Laux suggested that the city look into higher density with commercial on first floor in some areas of the city.

Comm. Schmidt asked that Goal 3 Policy 2 be changed to read "where approximate and compatible with the comprehensive plan". There was some discussion regarding the purpose of this policy.

It was the consensus of the Plan Commission that this item appear on a future agenda with some sustainability ideas added

VI. Drainage/Erosion Control, Landscaping and Lighting Plan Review – Alcan Packaging

This item was held over

VII. Site Plan Amendment – Minimax Storage-Bud Drive

This item was held over.

VIII. Adjourn

DPW Radtke made and Ald. Mulvey seconded a motion to adjourn at 4:29 PM.. The motion carried.

*Respectfully Submitted,
Jessica Beckendorf*

Associate Planner